



FIRST THINGS FIRST

ADMINISTRATIVE ASSISTANT II

Part Time Position

First Things First (Arizona Early Childhood Development and Health Board) is a public agency and one of the critical state partners in creating a child and family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona's children. Created by voter initiative in 2006, First Things First operates through a surcharge on tobacco products. Governed by a state Board with 28 regional partnership councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten healthy and ready to succeed in school and in life.

First Things First is currently seeking a part time (20 hours per week) Administrative Assistant II to work in the Yavapai Regional Office located at 724 N. Montezuma, Suite 724B, Prescott, AZ 86301.

Job Summary:

Position serves in staff support capacity to the Regional Director serving the Yavapai Regional Partnership Council, performing a variety of complex administrative tasks and includes regional travel. Will provide customer service; plan meetings; coordinate activities; establish priorities; develop effective operating procedures; take initiative; multi-task; meet deadlines and have ability to problem solve. The position requires substantial effort to coordinate and work with the volunteer Regional Council members as well as communicating effectively with regional resource agencies

Distinguishing Characteristics:

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. They shall possess the knowledge of principles and practices of administration and management, project planning, agency or program rules, regulations and operating procedures, accounting and budgeting procedures, and state and federal rules and regulations governing the areas of assignments; minute taking accuracy; ability to work independently and exercise appropriate judgment; knowledge of Arizona Open Meeting Law; knowledge of Robert's Rules of Order and be informed about First Things First.

Typical Duties and Responsibilities:

Under the general supervision of the Regional Directors, duties and responsibilities may include but are not limited to:

- Communicate with general public and collaborating partners (telephone, email, etc.)

- Schedule and arrange meetings/events including determining location, posting notices to agency calendars, attending meetings, preparing formal meeting minutes, and providing any follow-up activities
- Handle detailed work accurately and in a timely manner
- Write or edit documents as needed
- Record Keeping
- Purchase/monitor supplies
- Prepare and process travel reimbursements for Regional Council members and Regional Director
- Assist with processing grant requests
- Process applications and related paperwork for volunteer Regional Council members
- Assist with other duties or projects that may be identified by the Regional and/or Senior Director
- Other duties assigned by the Regional Director
- Must have reliable transportation

Qualifications:

- Strong skills in oral and written communication
- Possess computer skills in Microsoft Outlook, Word, Excel, PowerPoint and Publisher
- Extensive organizational and time management skills, and ability to handle multiple projects under deadline
- Familiarity with project management processes
- Ability to operate general office equipment such as LCD projector, digital recorder, digital camera, etc.
- Two years responsible administrative experience; or Bachelor's degree from an accredited college or university in a field appropriate to the assignment and one year's responsible administrative experience

Review of resumes will begin on March 29, 2016, and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references by the close of business on March 28, 2016 to:

www.AZSTATEJOBS.gov

In the AZ State Personnel System, the position is classified as a Grade 15 and has a salary range of \$16.00 to \$16.65 per hour. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.

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